

Local Units of Government, local agencies are required to complete and submit the Mn/DOT Utility Certification Form (see Attachment A), which documents their compliance to the statutes that govern utility identification, coordination, and depiction in the state. Mn/DOT also encourages local agencies to consider applying the Mn/DOT utility coordination process as a way to ensure they are meeting statutory requirement and improving utility coordination efforts.

Permits – Short form or long form (Mn/DOT TP-1723 or Mn/DOT TP-02525-03)

When a project impacts trunk highway right of way without trunk highway funding, a permit and plan approval are required to allow the work. In the following situations, documentation of the utility coordination also is required.

- The local project requires a level one or two geometric layout for work on trunk highway right of way. As part of the permit application, local agencies are required to complete and submit the Mn/DOT Utility Certification Form (see Attachment A), which documents their compliance to the statutes that govern utility coordination in the state. Mn/DOT encourages local agencies to consider applying the Mn/DOT utility coordination process as a way to ensure that they are meeting statutory requirement and improving utility coordination efforts.
- On a case-by-case basis in situations that may include, for example, obtaining new trunk highway right of way, relocating city utilities within the trunk highway right of way, or planning for major excavations within the trunk highway right of way, Mn/DOT may ask local agencies to complete and submit the Mn/DOT Utility Certification Form (see Attachment A).

Submit the completed Mn/DOT Utility Coordination Certification Form (see Attachment A) to the Mn/DOT District Project Manager when you submit the contract documents and final plan.

In addition, a checklist for local agencies, Attachment B, summarizes for local agencies the key actions in applying the utility coordination process to local projects.

Questions

For information on the technical contents of this memorandum, please contact:

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Any questions regarding publication or distribution of this Technical Memorandum should be referred to Sophia Wicklund, Design Standards Unit at (651) 366-4701 or Michael Elle, Design Standards Engineer at (651) 366-4622. A link to all active Memoranda and a list of historical Technical Memoranda can be found at <http://www.dot.state.mn.us/atoz.html>.

Attachments:

Attachment A: Mn/DOT Utility Certification Form

Attachment B: Local Agency Project Manager Checklist

